

UNITED STATES DEPARTMENT OF AGRICULTURE


Farm Service Agency
Washington, DC 20250

Notice FLP-305

For: State and County Offices

Management of Agricultural Credit (MAC) Automated System for Use With Workload Counts

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Budget uses MAC data and workload scheduling (WLS) codes to capture certain FLP unit counts for work measurement and workload reporting.

B Purpose

This notice:

- requires applicant/borrower data to be entered into MAC
- requires National Office standardized WLS codes to be used in MAC
- provides information on data elements and WLS codes that BUD queries will use to capture work measurement and workload units as of March 31 and September 30 of each fiscal year.

C Contact

Direct questions about:

- this notice to Kathleen Miller, LMD at 202-720-1643
- work measurement or workload queries to Heidi Ware or Vicki Larson, BUD at 202-720-4483.

Disposal Date	Distribution
March 1, 2004	State Offices; State Offices relay to County Offices

2 Workload Items and MAC Data

A MAC Data Information

Except as noted, the following MAC data elements, WLS codes, and aocodes are counted by Budget's FY 2003 midyear and end-of-year workload item queries.

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
560	Environmental Evaluation (Forms FmHA 1940-22 or FSA-850) Note: This work item will not be queried for midyear; however, it will be queried for end-of-year counts.	WLS 7000-"Environmental Evaluation".	UAA70010
561	Environmental Risk Survey (Form FSA-851) Note: This work item will not be queried for midyear; however, it will be queried for end-of-year counts.	WLS 7001-"Environmental Risk Survey".	UAA70010
562	Environmental Review Class I Assessment (Form FmHA 1940-21) Note: This work item will not be queried for midyear; however, it will be queried for end-of-year counts.	WLS 7002-"Environmental Review Class I Assessment".	UAA70010
563	Environmental Review Class II Assessment Note: This work item will not be queried for midyear; however, it will be queried for end-of-year counts.	WLS 7003-"Environmental Review Class II Assessment".	UAA70010

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
801	<p>Loan Applications Received for All Direct Farm Loan Programs Except Youth Loans</p> <p>Notes: Includes nonprogram loan applications.</p> <p>It is important that the “Type of Assistance” field in MAC is entered as soon as it is known.</p>	<p>“Date Received” field is entered.</p> <p>“Direct/Guar” field = “D”.</p> <p>“Type of Assistance” field not = to “052”, “107”, “151”, or “152” (youth loans).</p>	UAA20601
802	<p>Program Eligibility Determinations for Direct Loan Applications Except Youth Loans</p> <p>Note: Each eligibility determination is counted for each application except for youth loan applications.</p>	<p>“Eligibility Decision Dt1” field, “Dt2” field, and/or “Dt3” field is entered.</p> <p>“Action Description 1, 2, 3” field = “E” or “R”.</p> <p>“Eligibility Decision/Description” fields are blank.</p> <p>“Final Disposition Action” field = “W”.</p> <p>“Direct/Guar” field = “D”.</p> <p>“Fund Code” field not = “43”.</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152”.</p>	UAA20601
803	Loss Calculation and Test for Credit for EM Loan Eligibility Determinations	Same as 802 except “Fund Code” field = “43”.	UAA20601

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
804	<p>Loan Feasibility Determinations for Direct Loans Except Lo Doc Loans and Youth Loans</p> <p>Note: Every disposition is counted for each application. This includes final disposition, final disposition after appeal or other final disposition (used mainly with reinstated applications).</p>	<p>“Final Disposition Date” field, “Fnl Disp Date After Appeal” field, and/or “Other Disp Date” field is entered.</p> <p>“Final Disposition Action” field, “Fnl After Appeal” field, and/or “Other Final Disposition” field = “A”, “R” or “W”.</p> <p>“Action Description 1, 2, 3” field = “E”.</p> <p>“Direct/Guar” field = “D”.</p> <p>“Lo Doc Loan” field = “N” or blank.</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152”.</p>	<p>UAA20601</p> <p>UAA20602</p>
805	<p>Loan Closing for Direct Loans Except Youth Loans</p> <p>Note: Enter completely through application closing section after closing date is entered (including scheduled payments).</p>	<p>“Closing Date” field is entered.</p> <p>“Direct/Guar” field = “D”.</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152”.</p>	<p>UAA21005 - New loan funds</p> <p>UAA21010 - Credit Sale</p> <p>UAA21315 Assumption</p>

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
806	<p>Loan Feasibility Determinations for Lo Doc Loans</p> <p>Notes: It is very important to ENTER “Y” in the MAC Lo Doc Loan field for every Lo Doc loan application.</p> <p>The count excludes youth loans.</p>	Same as 804 except “Lo Doc Loan” field = “Y”	<p>UAA20601</p> <p>UAA20602 - Location of “Lo Doc Loan” field</p>
807	<p>Youth Loan Processing</p> <p>Note: New workload count item. All activities to receive, process, and make a youth loan are included in this WL item.</p>	<p>“Date Received” is entered.</p> <p>“Direct/Guar” = “D”.</p> <p>“Type of Assistance” = “052”, “107”, “151”, or “152”.</p>	UAA20601
821	<p>Routine Loan Servicing for All Direct Loan Borrowers Except Youth Loans</p> <p>Note: This is a count of all unduplicated direct borrowers who have at least one loan, except youth loans, outstanding as of March 31 of the reporting year. The borrower is counted if the outstanding loan payoff date (LPYOFD) is absent or greater than March 31, the loan amount (LONAMT) is greater than zero, and the original loan date (ORLNDT) is equal to or less than March 31 of the current fiscal year. This unit is counted once annually.</p>	<p>MAC’s LND (direct loan database). Database fields: “LPYOFD”, “LONAMT”, and “ORLNDT”.</p> <p>“Type of Assistance” not = “052”, “107”, “151”, or “152”.</p>	<p>Reports from Main Menu Screen</p> <p>UAA90001, Unduplicated Borr Caseload</p> <p>UAA99900, Print Report</p>

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
822	Financial Analysis and Specialized Direct Loan Servicing Activities Except Youth Loans Note: There is a maximum of 1 count per borrower per fiscal year.	WLS 4025 - "Year End Analysis". "Type of Assistance" not = "052", "107", "151", or "152".	UAA70010
823	Field Visits for Direct Loan Servicing Activities Except Youth Loans Notes: If completion dates are the same for any of the listed WLS items, then only 1 count is made. If a year-end analysis is completed during a field visit, enter a WLS 4025 (counted in Work Item 822) and a field visit code such as WLS 4005 and it will be counted in this item.	WLS 2004 - Development Inspection WLS 2005 - Final Inspection WLS 2015 - Supervisory Visit (field) WLS 2050 - Delinquency Visit (field) WLS 4005 - Field Visit WLS 4065 - Annual Farm Visit WLS 4070 - Chattel Inspection WLS 4071 - 3-Year Real Estate Inspection WLS 4075 - Crop Inspection Type of Assistance not = "052" or "107" or "151" or "152" (youth loans)	UAA70010

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
824	<p>1951-T Servicing Actions</p> <p>Notes: This is a count of each borrower being sent 1951-T-1 letter.</p> <p>This work item will not be counted for midyear; however, it will be counted for end-of-year counts.</p>	<p>Manual count.</p> <p>To assist in manual count use WLS 3023 each time letters are sent. Enter total number of letters sent in WLS "Comment" field then, when needed, run WLS report for number of WLS 3023's completed and total numbers in "Comment" field; or use WLS 5014 for each letter sent (more time-consuming).</p>	UAA70010
825	<p>1951-S Servicing Actions</p> <p>Note: This is a count of each borrower being sent a 1951-S servicing package. This includes Current and Distressed Borrowers, Less Than 90 Days Past Due Borrowers, 90 Days Past Due Borrowers, Borrowers in Non-Monetary Default, and Borrowers in Bankruptcy.</p>	<p>AOCODES:</p> <p>CBS301 - 90 Days Past Due, Exh. A. CBS315 - 90 Days Past Due, Exh. D-1. CCS301 - Current Borrower, Att. 1 & 2. CES301 - Bankruptcy Borrower, Exh. D. CGS301 - Nonmonetary Default, Exh. A. CGS304 - Nonmonetary Default, Exh. D-1. LTS301 - Less than 90 Days Past Due.</p>	<p>UAA36201 UAA36202 UAA36204 UAA36205</p>

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
826	Subordination of Chattel Security Note: Unit is counted when the chattel subordination request is approved, denied or withdrawn.	<p>“Request Type” = “S” (Subordination)</p> <p>“Request Date” is entered</p> <p>“Security Code” = “1”, “2”, “3”, “4”, “6”, or “9”</p> <p>"Final Disposition Date" and/or "Final Disposition Date After Appeal" is entered.</p> <p>"Final Disposition Action" and/or "Final Disposition After Appeal" = “A”, “R” or “W”.</p>	UAA35205 UAA35210
827	Real Estate-Subordinations, Partial Releases and Consent Activities	<p>Same as 826 except “Request Type” = “S”, “P”, or “C”.</p> <p>Security Code = “5”, “7”, or “8”.</p>	UAA35205

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
828	<p>Servicing Shared Appreciation Agreements (SAA's)</p> <p>Note: This work item was not counted for midyear; however, it will be counted for end-of-year counts.</p> <p>Unit is counted every time the SAA is paid, amortized, or extended.</p>	<p>Manual count.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> • “Paid SAA’s” - use WLS 4054 when notifying borrower of amount due and enter in “Comment” field if paid • “Amortized SAA’s” - use Security Servicing, Request Type = A • “Security Action Completed Date” is entered • WLS 5057 will automatically be established • “Extended/Suspended SAA’s” - use WLS 4058 - “SAA Suspension Expirations” and enter in “Comment” field date of suspension or extension. 	UAA70010

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
829	<p>Inventory Property Management</p> <p>Note: This work item was not counted for midyear; however, it will be counted for end-of-year counts.</p>	<p>Manual count.</p> <p>Note: Acquired property data is downloaded to MAC from PLAS and may be queried in the future. Acquisitions and disposals are required to be tracked in the Delinquent Servicing section (AGCREDIT) of MAC.</p>	
830	<p>All Debt Settlement Activities</p> <p>Notes: Count 1 unit for per cancellation, settlement, or nonapproval.</p> <p>Query has changed since last year.</p>	<p>AOCODES:</p> <p>CLPD301, outcome 3 - debt settlement denied.</p> <p>CLDT305, outcomes 1,2,3 - Treasury and State Office to determine if adjustment/ compromise is acceptable.</p> <p>CLW306, outcomes 1,2,4,5,6 - wait for State Office to approve debt settlement (approved or denied).</p> <p>CLW307 outcomes 1,2 - wait for DOJ response (approved or denied debt settlement).</p> <p>CEPS301 outcome 1 - wait for cancellation to be processed for bankrupt borrower (cancellation processed).</p>	

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
831	Direct Youth Loan Servicing Activities	Count the number of unduplicated youth loan borrowers who have outstanding youth loans as of March 31. Check LND records and paid code. "Type of Assistance" = "052", "107", "151", or "152".	
832	Debt For Nature - Conservation Contract (CC) unit is counted when map/aerial photo is submitted.	AOCODE: COQ301 - determine eligibility for CC request (open or completed activity).	
901	Loan Applications Received for Guaranteed Farm Loan Programs Except PLP	Same as 801 except "Direct/Guar" = "G", Lender Status Code not = "P".	UAA20601
902	Program Eligibility Determinations for Guaranteed Loan Applications Except PLP	Same as 802 except "Direct/Guar" = "G", Lender Status Code not = "P".	UAA20601
903	Loan Feasibility Determinations for Guaranteed Loans Except PLP	Same as 804 except "Direct/Guar" = "G", Lender Status Code not = "P". No check on "Lo Doc Loan" field.	UAA20601

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
904	Loan Closing for Guaranteed Loan Programs Except PLP	Same as 805 except “Direct/Guar” = “G”, “Lender Status Code” not = “P”.	UAA20601 UAA22004/ UAA22005
905	Preferred Lender Program Guaranteed Loan Processing Note: Count each guaranteed farm loan request received from a preferred lender.	Same as 901 except “Lender Status Code” = “P”.	UAA20601
921	Routine Guaranteed Loan Servicing and Maintaining Lender Records Notes: Count each guaranteed loan borrower. This is a count of all unduplicated guaranteed borrowers who have at least one loan outstanding as of March 31. This unit is counted once annually.	If the maturity date on the loan is greater than March 31, it is counted; otherwise, it is not counted. Additional counts may be added manually if query count is incorrect.	

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
922	Feasibility Determinations for Guaranteed Loan Servicing Activities Note: This work item was not counted for midyear; however, it will be counted for end-of-year counts.	Manual count. To assist with the manual count: <ul style="list-style-type: none">• WLS 4046 - “Interest Assistance Review”• WLS 4040 - “Line of Credit Reviews” - count only if a feasibility determination is made• WLS 4041 and 4042 - “Annual Analysis Code” - use “Comment” field to record restructure requests where FSA must approve.	UAA70010
923	Guaranteed Loan Servicing - Lender File Reviews for SEL and CLP Note: This work item was not counted for midyear; however, it will be counted for end-of-year.	Manual count. WLS 4035 when “Lender Status Code” not = “P”.	UAA20601 UAA70010
924	Guaranteed Loan Servicing - Lender File Reviews for PLP Note: This work item was not counted for midyear; however, it will be counted for end-of-year.	Manual count. Same as 923 except “Lender Status Code” = “P”.	UAA20601 UAA70010

2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
925	<p>Servicing Guaranteed Loan Borrowers Through Liquidation or Bankruptcy and Processing Loss Claims</p> <p>Note: This work item was not counted for midyear; however, it will be counted for end-of-year.</p>	<p>Manual count.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> WLS 4038 - "Process Guaranteed Loss Claims" WLS 4004 - "Default Status Report" and enter in "Comment" field the purpose of the form and only count those for purposes of liquidation and bankruptcy notice. 	UAA70010
1001	<p>Banking and Collections for All Loan Programs</p> <p>Note: A manual count for each:</p> <ul style="list-style-type: none"> SBA established check disbursed from SBA SBA reconciled multiple advances by check or EFT. <p>The query counts:</p> <ul style="list-style-type: none"> check or cash posted on FSA-603 loan repayment recorded on CCC-257 <p>There is no need to double the query</p>	<p>Count of SCOAP payments on AS400/A36 in addition to manual counts.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> WLS 2011 - "Reconcile and Monitor SBA" - enter date established in the "Comment" field and number of checks disbursed at time of reconciliation Every completed WLS 2011 is a reconciliation to count <p>WLS 1038 - "Order Loan Advances".</p>	UAA70010

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
1002	Real Estate Appraisals Performed by FSA Employees Note: It is important that State Office Appraisers notify the County Office when appraisals have been scheduled and when they are completed.	WLS 4062 - "Agency Real Estate Appraisal".	UAA70010
1003	Chattel Appraisals Performed by FSA Employees	WLS 4060 - "Agency Chattel Appraisal".	UAA70010
1004	Reviewing Real Estate Appraisals Performed by Lenders, Contract Appraisers or Third Parties for Direct or Guaranteed Loan Making or Servicing	WLS 5002 - "Contracted Real Estate Appraisal". WLS 4077 - "Lender Real Estate Appraisal Review".	UAA70010
1005	Reviewing Chattel Appraisals Performed by Lenders, Contract Appraisers or Third Parties for Direct or Guaranteed Loan Making and Servicing	WLS 4061 - "Contracted Chattel Appraisal". WLS 4078 - "Lender Chattel Appraisal Review".	UAA70010

3 Additional Information

A Q&A's

All employees should read the Q&A's and other query information found on the Work Measurement and Workload Forum and Budget Website - Work Measurement/Workload homepage at: <http://dc.ffasintranet.usda.gov/BD/WorkMeasurement/WMWLHome.htm>.

4 Action

A SED Action

SED's will ensure that all:

- data listed in this notice that is counted for workload is entered in MAC on the AS400/A36 computer by the appropriate Field Offices
- National Office-created WLS codes are used by Field Offices to the extent possible to track their work
- State Office FLP program and appraisal staff report workload unit counts to the appropriate County Office before workload queries being run
- FLM's attend the district workload review
- Farm Loan Chiefs, or designees, are included in the State Office workload review process to assist in verifying FLP data submitted is accurate and consistent.